

USD 435 Abilene Public Schools

K-5 Elementary Parent Handbook 2019-20



The Best in Education

Revised 4/23/19

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Welcome

Dear Parents:

We want to WELCOME you and your child to the 2019-2020 school year. We, the administration and staff, at Kennedy, McKinley and Eisenhower will put forth every effort to make certain that your child's every educational need is met.

This handbook contains policies and procedures that pertain to the operation of the Abilene Elementary Schools. We hope that you will read over the contents and then place it in a convenient location so that you can refer back to it as needed. The handbook can also be accessed on the district web site: www.abileneschools.org.

If you would care to visit your child's school and talk to the Principal or any of the teaching staff regarding your child's educational progress, please feel free to do so at anytime. An appointment made prior to your visit would be helpful and would allow us time to gather all the information together pertaining to your child's educational development.

Making an appointment to visit your child's classroom occasionally is beneficial to both you and your child. Your child is encouraged by your interest, and you will be able to observe your child at work in a classroom environment. You will also be able to acquaint yourself with your child's teachers, classroom procedures, lessons, and special activities.

We know that with your help and support we can make the 2019-2020 school year a productive, happy experience.

If you have any questions or need assistance in any way concerning your child's educational needs, please feel free to call on us. We will do our best to assist you with any concerns or questions you may have concerning your child's education.

The Principals, Faculty and Staff
of the Abilene Elementary Schools

Kennedy Primary
McKinley Intermediate
Eisenhower Upper Elementary

Kindergarten - 1st Grade
2nd Grade - 3rd Grade
4th Grade - 5th Grade

Abilene USD 435 Guiding Documents: Teaching for Learning

Abilene USD 435 Mission Statement

The mission of Abilene USD 435 is to help all students become successful and responsible lifelong learners in a changing world.

K-5 Mission Statement

The mission of the Abilene elementary schools is to provide a safe environment with quality learning experiences and personal support that will help all students become successful, respectful and responsible lifelong learners in a changing world.

Statement of Position

USD 435 believes that students/staff are entitled to learn, work, and participate in a safe environment free of bullying.

K-5 School Improvement Goals

- All students will improve math computation skills across the curriculum
- All students will improve their reading comprehension skills across the curriculum

Abilene USD 435 Working Definition of Mastery

Mastery occurs when students can perform, or demonstrate, the outcome at an acceptable standard now. Students should also be able to demonstrate the outcome in the future with distributed review and practice.

Abilene USD 435 Fundamental Beliefs

- We believe that learning is our highest priority
- We believe that developing the full potential of students is the shared responsibility of the school, students, families, and community
- We believe that all students have the ability and the need to be successful learners
- We believe that schools control many of the conditions for success in learning
- We believe that learning is enhanced when students have a positive self-image
- We believe that students learn best in a safe, positive, and supportive environment
- We believe that the development of knowledge, skills, and attitudes is a lifelong process
- We believe that schools must continue to strive to improve

Abilene USD 435 Exit Student Learning Outcomes

All Abilene High School graduates will:

- Communicate effectively as an individual and as part of a group
- Possess mastery of essential skills, in both academic and applied situations
- Use thinking skills to solve problems and make good decisions
- Become self-directed and lifelong learners who are adaptable to change
- Exhibit concern and respect for the world beyond themselves
- Demonstrate responsibility for their own physical and mental well-being
- Express themselves creatively and respond to the creative works of others

Abilene USD 435 District-Supported Instructional Strategies

We believe that a variety of effective instructional strategies will enhance and expand students' opportunities for learning, including the following:

- Focusing on the mastery of learning as opposed to simply covering and grading the outcomes
- Identifying, up front, the outcomes and expectations for learning
- Using active participation, hands-on and discovery activities, and student-generated questions and materials in teaching methodology
- Providing guided practice before assigning independent practice activities
- Integrating instruction between subject matter areas
- Using multiple methods for assessing learning
- Using preliminary assessments prior to final assessments
- Re teaching and retesting when poor performance occurs
- Using effective teaching strategies
- Using cooperative learning activities
- Using mixed ability groupings for instruction
- Teaching to different learning styles
- Abandoning activities that have limited value in preparing students for a changing world

Assessing Information

Parents may call 263-2630 to request information regarding the professional qualifications for the student's classroom teacher.

- Parents may call 263-2630 to request access to their student's state assessment scores.
- Parents will be notified if a teacher that does not meet the definition of "highly qualified" instructs their child for more than four continuous weeks.
- The district report card can be viewed on the district website or a copy can be picked up at the Central Office, 213 N. Broadway, Abilene, KS 67410.

School Hours

Eisenhower Elementary	8:00 a.m. to 3:10 p.m.
McKinley Intermediate School	8:00 a.m. to 3:10 p.m.
Kennedy Primary School	8:00 a.m. to 3:10 p.m.

Lunch Schedules

Kindergarten	11:20 a.m. to 12:00 p.m.
1st Grade	11:55 p.m. to 12:35 p.m.
2nd Grade	11:40 a.m. to 12:15 p.m.
3rd Grade	12:05 p.m. to 12:40 p.m.
4th Grade	11:00 a.m. to 11:45 a.m.
5th Grade	11:55 a.m. to 12:40 p.m.

**Students will have approximately 35 minutes for lunch and recess.*

Breakfast Schedule

K - 5 Schools7:30 a.m. - 7:50 a.m.

Arrival at School

The breakfast program starts at 7:30 a.m. If your child will be eating breakfast they should arrive before **7:40** to make it to class on time. Students not planning to eat breakfast or ride a bus should arrive at school prior to **7:50 a.m.** **PLEASE DO NOT BRING YOUR CHILDREN TO SCHOOL BEFORE 7:30 A.M. unless they are eating breakfast or waiting for a bus.**

Visiting School

Classroom visitation is encouraged. We hope you will visit and get to know your child's teacher and become familiar with your child's classroom routine. Teachers welcome the opportunity to talk over your child's individual achievements, and to discuss class projects. This also provides an opportunity to discuss any difficulties that might arise, and with your assistance work out a solution that will benefit the child. We have listed a few items that we know, with your cooperation, will help to assure that your visit to the school and classroom will be a success.

1. Please limit visits to an hour or less in order to respect instructional schedules and MTSS intervention times.
2. An appointment is made if possible to ensure the availability of the principal, teachers, and staff involved in your child's educational environment.
3. If you wish to discuss your child's progress or to arrange a conference with your child's teacher, please do so at a time when school is not in session.
4. A visit to the classroom is always appreciated, however, visitation during the last half hour of the school day is discouraged, as this does not give a true indication of what a day in your child's classroom is really like.
5. The same is true about visits scheduled shortly before a holiday or during the last two weeks of school.
6. Please do not send friends or relatives to spend the day at school, this distracts from your child's learning environment.

Absences and Tardies

Good attendance is a necessary part of your child's educational program. Punctuality and attendance is a life skill learned at a young age, and a consistent schedule is necessary for a student to be able to achieve and maintain a high academic record.

In compliance of Kansas Statute 72-1113 and 72-1111 as described in Senate Bill No. 38, schools must report students not in compliance with Kansas Compulsory Attendance Laws. The guidelines state that a student is not in compliance if any of the following occur:

- * He / She accumulates three consecutive unexcused absences
- * He / She has five unexcused absences in a semester
- * He / She has seven unexcused absences in a school year
- * He / She has accumulated seven unexcused tardies
- * He / She has excessive (over 6) excused absences and does not provide a doctor's note

Illness and absence will occasionally occur. If it is feasible, the child's teacher should be notified ahead of time. This will allow the teacher time to work out homework assignments. In case of illness or an emergency, please notify the school office as soon as possible or no later than 8:30 a.m. If the student is absent without prior notice given to the school, a member of the staff will phone the student's home to check on the reasons for the absence.

If you find that you must remove your child from school, the child will be counted absent for that part of the school day missed. Homework will be assigned for that portion of the classes missed by the child. However, sometimes it will be necessary to make adjustments to the homework assignments. With your help your child should strive to arrive at school every day on time. This not only provides a good basis for the learning process, but it instills in the child a sense of responsibility that will remain with the child into the future.

Withdrawals and Transfers

Occasionally it becomes necessary for a family to move out of the Abilene School District after the school year has begun. If a move is going to occur, the student's principal and teacher should be informed as soon as possible. This gives the teacher and staff time to collect the information, books and supplies that the student will need to take with them. If refunds are due, the refund will be made the week after the next regular school board meeting. The balance of the refund, based on fees not used, will be mailed to the family of the student that is transferring.

Child Nutrition Program

A school breakfast program and a school lunch program are available to every student enrolled in Abilene USD 435. The Child Nutrition Program is a federally funded program that helps schools serve nutritious breakfasts and lunches to school children. Schools must follow specific meal patterns. The Abilene schools have an "Offer Versus Serve" program for both breakfast and lunch.

ELEMENTARY STUDENTS

Money may be deposited in any dollar amount (\$5.00, \$10.00, etc. by the day, week, month or year) in your student's account. A positive account balance must be maintained at all times. Breakfast, lunch and extra milk money will be deposited into one account. Fees can be paid by check, cash or credit card.

POWER SCHOOL AT THE ELEMENTARY SCHOOLS

There are no student lunch cards at any elementary school. Eisenhower, McKinley and Kennedy use a web-based program for lunch called Power School. The address is www.abileneschools.org. You can obtain a copy of your student's I.D. and password from the school office. Some of the items you can check on Power School are lunch balance, grades and attendance.

DEPOSITS TO STUDENT'S ACCOUNTS

Deposits will be handled in the school office. VISA and MasterCard are accepted at all elementary schools.

END OF THE YEAR LUNCH BALANCE

All money remaining in your student's account for breakfast and lunches will be transferred into their new account for the following school year. The prices are as follows for the school year. If meal prices increase, the information will be available on the web site.

K - 5th breakfasts	\$1.50	Reduced price breakfasts	\$.30
K - 5th lunches	\$2.55	Reduced price lunches	\$.40
Extra milk	\$.40		
Adult breakfasts	\$2.15		
Adult Lunches	\$3.65		

Parents/Guardians are encouraged to eat lunch with your child. Please call the school office by 9:00 a.m. the day of your visit. This gives our school cooks an accurate count and ample time to prepare the correct amount of food for the day. **PARENTS PLEASE DO NOT BRING FAST FOOD TO YOUR CHILD'S SCHOOL LUNCHROOM.**

Child Nutrition Program

Milk Allergies

Soymilk will be substituted for regular milk as an alternative for children with milk allergies. Each eight-ounce serving is as comparable to milk as possible. Kansas School Nutrition & Wellness requests that the district serve something that is more nutrient equivalent to milk rather than using juice as a substitute.

Kennedy, McKinley, Eisenhower Lunch/Breakfast Charge Limitation

1. An individual student may not accumulate more than \$20.00 in school food service charges in a given school year without payment.
2. When a student's balance drops below \$5.00 the parents will receive an email from the District School Messenger system as long as we have current email information.
3. When the \$20.00 limit is reached, a letter will be sent, or direct phone call made to the parents of the student requesting immediate payment of the account.
4. If the account is not paid, your child may receive an alternative meal.

Teacher Gifts

The school staff appreciates the fact that most students enjoy giving gifts. This is a reflection of the friendly atmosphere that exists in the Abilene schools. We also realize that giving gifts, in some instances, can cause a hardship resulting in a sadness in the hearts of some youngsters because they are unable to buy or make a gift for their teacher. We would appreciate it very much if you would consider these thoughts and keep them in mind during the school year.

Your continued goodwill, friendship, and cooperation that we now have and share among the faculty, students and parents is counted and treasured as the very best gift we receive.

Emergency School Closing

Occasionally it becomes necessary to close the schools during extreme weather conditions. This decision to close schools in our district is made as early as possible on the morning that the schools are to be closed. Sometimes, however, under severe conditions, the decision to close the schools in the district is made the night before. There is also the possibility that worsening conditions will force schools to close during the school day.

Decisions regarding the closing of the schools will be posted on the school web site at www.abileneschools.org, as well as phoned in to radio stations so that the announcement to close the schools can be broadcast to the public as early as possible. The local FM stations that are always contacted are 102.5, 106.9, 98.5, 99.9, and 94 Country; local AM stations are KSAL 1150 and KABI 1560. Depending upon the time available, other local stations and KAKE 10, Eyewitness 12, WIBW 13 and KS NWTN 3 may also be contacted regarding the school closing. Officially the closing information will be available on KABI and KSAL as soon as possible. You will also receive notification from the District School Messenger system when there will be a closing of the schools, as long as we have current phone & email information.

We would like to request that you do not contact the radio stations. They will broadcast the official information as soon as they receive it from the school district.

ABC (K-5) After School Program

The After School Programs provide services to children in grades Kindergarten through 5th grade with a safe environment, while enhancing student's academic, social, cultural and recreational needs. The program times are Monday through Friday after school until 5:30 PM. The cost is \$5.00 per day. For those qualifying for reduced meals the cost is \$3.00 daily and \$2.00 for those qualifying for free meals. **Payment will be due in advance on the first day of each month.** Enrollment is open during the scheduled school enrollment dates in August and is limited to 45 Kindergarten through Fifth grade students before school and 60 students after school. For more information call Kennedy (K-1) 263-1088, McKinley (2nd-3rd) 263-2311 or Eisenhower (4th-5th) 263-1643.

Assignments to Rooms and Teachers

All students enrolled before the start of the school year will be assigned a room and teacher. The list of students assigned to each teacher and classroom will be posted on the main entry door prior to the first day of school.

Marking Belongings

Books, school supplies, coats, gloves, hats, boots, etc., should be clearly marked with the student's name. This helps prevent mistakes, loss and confusion.

Cell Phones/Other Communication Devices

Cell phones and smart watches/other communication devices are not to be carried around or used by students during the school day. They are to be turned off and kept in their book bag until the end of the day. At K-3 buildings they will be kept in the office.

Texting and Emailing Teachers

Parents requesting information or making after school arrangements are asked to call the school office. During the school day teachers may not be able to access email due to time restraints or technical problems. In addition, teachers do not carry cell phones during the school day and they cannot respond to text messages.

Lost and Found

Any articles found on school premises will be brought to the office and held until properly identified and returned to the rightful owner. If articles are not claimed, they will be displayed during parent-teacher conferences, prior to the winter break, and on the last day of school. The school will donate unclaimed articles at the end of the year.

Noon and Recesses

Students will play outside, if the weather permits. If your child has been ill and is to stay inside at noon and during recess, a note stating that the child is to remain inside should be sent to your child's teacher.

Skateboarding and Roller Blading Safety

To ensure student safety, skateboarding and roller blading is not allowed in the parking lots or school sidewalk areas immediately before or after school. Students must walk their bikes, skateboards, and scooters when on school property and obey traffic laws to ensure better safety for all students. Bicycles, scooters, inline skates and skateboards brought to school are the sole responsibility of the student. Skateboards may be brought on the bus, but will be placed in the front of the bus with the supervision of the driver.

USD 435 Internet Acceptable Use Policy

USD 435 is committed to providing learning opportunities for the students. We believe that the use of technology and the internet will increase opportunities for learning in this district.

USD 435 recognizes that it is impossible to restrict all access to controversial materials. We do comply with CIPA(Children's Internet Protection Act) by filtering all internet content. USD 435 may use, but are not limited to using, your child's first name, displaying your child's work, showing your child's anonymous photo and may allow your child to use e-mail.

Acceptable Use

1. All use of the Internet must be in support of education, research, and consistent with the purposes and outcomes set forth by the Abilene Unified School District 435.

Unacceptable Use

1. Any use of the network to facilitate illegal activity is prohibited at all USD 435 schools.
2. Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, or other networks that are or are not connected to the internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Computer viruses are programs designed to spread themselves and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, files may not be imported without teacher or administrator approval. Deliberate attempts to degrade or disrupt system performance or vandalize any computer system are considered a criminal act under state and federal law and are prohibited at all USD 435 school.
3. Transmission of any material in violation of any United States or state regulation is prohibited at USD 435 schools. This includes, but not limited to, copyrighted material, threatening, pornographic, or obscene material, or material protected by trade secret.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
5. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited at USD 435 schools.
6. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited at USD 435 schools.
7. Any subscriptions to Listservs or Newsgroups must be pre approved by the building Internet coordinator/media specialists.
8. Any user identified as a security risk for the school district may be denied access to the internet by USD 435.

Penalties for Improper Use

ANY USER ENGAGED IN UNACCEPTABLE USE OF THE INTERNET AND NOT USING PROPER NETIQUETTE, WILL NOT BE ALLOWED ACCESS TO THE INTERNET. THEY ARE NOT ONLY SUBJECT TO LOSS OF NETWORK PRIVILEGES BUT MAY BE SUBJECT TO OTHER DISTRICT DISCIPLINARY ACTIONS.

If you have questions, concerns, or wish to not have your child participate in the internet activities please call your child's school.

Student iPad Policy

By being in possession of a school issued iPad students and parents agree to the following:

- Students will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby
- Students will not lend the iPad to anyone, not even friends or siblings; it will stay in the student's possession at all times
- Students will not remove programs or files from the iPad
- Students will not give personal information when using the iPad
- Students agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication
- Students will keep all accounts and passwords assigned secure, and will not share these with any other students.
- Students will not attempt to repair the iPad
- Students will return the iPad when requested and upon withdrawal from Abilene schools.
- Students will keep the iPad in its protective case at all times and will not deface, write on or otherwise mark the protective case or iPad.
- Students will not take photos or video of other students or staff without their permission. The possession, forwarding or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.

Personalization

- Students may personalize the lock screen and home screen with appropriate media. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures are not permitted per school/district policies.
- Students are required to passcode protect the iPad with a school issued passcode.
- If illegal software/apps are discovered, the iPad will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

*Network administrators may review students files and communications to ensure they are using the iPad appropriately. Students should not expect that files stored on the iPad will always be private. This is a school owned and issued device.

Consequences for violations of above may result in, but are not limited to, the following:

MINOR Violation Consequences: Office Referral, Warning, Detention

MAJOR Violation Consequences: Denial of Computer/iPad privileges, In School Detention, In School Suspension, Out of School Suspension, Expulsion, or Referral to law enforcement.

Special Services

The Central Kansas Cooperative provides many services for students, teachers and parents within the Abilene School District. These services insure that each student's educational needs will be met on an individual basis.

Parents sometimes feel that their child would benefit from a service that is offered by the Central Kansas Cooperative. If this is the case, contact should be made with the building principal. Teachers will also refer students if they think that the student would benefit from the services offered by the Cooperative.

The Abilene School System will contact the parent for permission before the child is evaluated for placement in a special program.

In the elementary schools, a number of services are offered through the Cooperative for the benefit of the student and parents. These services include special education, speech language therapy, occupational and physical therapy, psychological testing, and gifted services.

Use of the Telephone

Because of the disturbance and inconvenience to the class, teachers will not be called out of their classroom, except in cases of emergency, to accept a phone call. You can, however, leave a message, which will be placed, in the teacher's mailbox for them to return your call when they are free and at your convenience.

Arrangements for after-school activities need to be made before the child comes to school if possible. If your child's after-school arrangements vary, a weekly note is helpful for teachers. We understand that occasionally a situation will arise that is unforeseen and the child must be contacted. If this is necessary, a message can be left for the child. This message will be placed in your child's teacher's mailbox and given to the child during the day. Calls for arrangement changes need to be made as early in the day as possible and should not be made on a daily or weekly basis.

In certain circumstances, a student will be allowed to receive or to make a call.

In the event you need to be contacted, we request that you notify your child's teacher and the school principal as soon as possible of any change in address, home phone and work phone.

Conduct

Self-discipline is a sign of maturing and growing up. It is achieved only through constant practice. To help strengthen the child's character and to develop self-discipline, students should follow building expectations. Staff at all Elementary buildings will be trained in Responsibility Centered Discipline and Positive Behavior Intervention Supports.

The teacher will handle discipline problems, in most cases, but if the problem persists, the student may be referred to the principal. If the conduct does not improve, the parents will be called for a conference.

The conduct of the students should enable them to gain the respect and admiration of others. This is true while in this school, during athletic events or while visiting elsewhere.

Health and Safety

Every effort is made to avoid accidents at school. Playground rules have been established for the child's protection. If any child is seriously injured or becomes ill, every effort will be made to contact the parent or emergency number listed on the enrollment form. The local doctor listed on the enrollment card will be called if it is felt immediate attention should be given.

The Kansas Legislature requires students to be immunized against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus, varicella and hepatitis B. All new students ages 5-8, must also have a completed physical exam. Parents are to be informed by May 15th of the previous school year of the immunizations that need to be updated so they may be obtained over the summer break. The immunizations, physical and birth certificate are then due at the time of enrollment in August. Students will not attend until requirements are met. New students to the district will be given 30 days to have immunizations up to date. They will be excluded from school unless there is a documented exemption from a physician.

K.S.A. 72-5209

- (a) In each school year, every pupil enrolling or enrolled in any school for the first time in this state, and each child enrolling or enrolled for the first time in a preschool or day care program operated by a school, and such other pupils as may be designated by the secretary prior to admission and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the pupil has received such tests and inoculations as deemed necessary by the secretary by such means as are approved by the secretary. Pupils who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations in all required series. Failure to timely complete all required series shall be deemed noncompliance.
- (b) As an alternative to the certification required under subsection (a), a pupil shall present:
 - (1) An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child, or
 - (2) A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations.
- (c) On or before May 15 of each school year, the school board of every school affected by this act shall notify the parents or guardians of all known pupils who are enrolled or who will be enrolling in the school of the provisions of this act and any policy regarding the implementation of the provisions of this act adopted by the school board.
- (d) If a pupil transfers from one school to another, the school from which the pupil transfers shall forward with the pupil's transcript the certification or statement showing evidence of compliance with the requirements of this act to the school, which the pupil transfers.

K.S.A. 72-5211a

- (a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board authorize any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of KSA 72-5209. The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall (1) indicate the reason for the exclusion from school attendance, (2) state the pupil shall continue to be excluded until the pupil has complied with the requirements of KSA 72-509, and (3) inform the parent or guardian that a hearing heron shall be afforded the parent or guardian upon request therefore.
- (b) The provisions of KSA 72-111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of the section.

Illness and Medication

The diagnosis and treatment of illness and prescribing of medication are not the responsibility of public schools and are not to be practiced by any school personnel.

School officials, including the school nurse, are not authorized to administer non-prescribed medications. However, in circumstances where medication is necessary for a student to remain in school, whether it be “over the counter” or prescription, the school will cooperate with parents in the supervision of medication needs if certain conditions are met by parents. Parents of elementary and Middle School children must submit a “Request to Administer Medications in the School” form to the building administration for a school official to administer medications. This releases the school district and personnel from liability. If it is not necessary for a medication to be given at school, we would prefer that it not be sent.

All medications (both prescription and over the counter) to be given at school require signatures from **both parent and physician** on the “Request to Administer Medications in the School” form. All medications must come in the original store container or prescription bottle with label.

The school nurse will be responsible for overall administration of all medication in the schools, and may in her absence, delegate this duty to a properly trained secretary or teacher. School districts are discouraged by the State Health Officials from giving any medication and we would encourage parents to limit the medications sent to school with students as well as requests of the school to dispense medication.

Health Notes

A physical assessment is required for new students ages 5 - 8 years. It is acceptable if the child has had an assessment within 12 months prior to enrollment.

Medications may be given to students during school hours if parents meet certain conditions. A copy of the district medication policy is included in this handbook. If it is not necessary for a medication to be given at school, we would prefer that it not be sent. If it is necessary, school personnel will assist.

Vision screening is conducted in grades K-5, 7, 9, and 11 by the school nurse. All students with known concerns, new students, and those students referred by teachers, or parents will also be screened. A referral letter will be mailed to parents if a problem is found. This form should be returned to the school after a doctor has examined the student.

Hearing screening is done annually in grades K-5, 7, 9, and 11 by the Central Kansas Co-op in Education. A letter will be sent to parents if there is a problem. Parents are urged to follow up with a medical exam.

Spine deformity (scoliosis) screening is done annually for girls in grades 5 - 7. Parents are notified if there is a suspected problem.

Mrs. McGivney, Mrs. Hoover and Mrs. Foltz are the district nurses. They are scheduled in each school building daily. Messages may be left for them at your child's school office.

If your child has any special health problems, please inform your child's teacher and the district nurses. It is very important for the school to be kept informed of current work and home phone numbers as well as a neighbor or relative that can be called in case of illness or injury. Children with a suspected contagious skin, scalp, or eye condition will be excluded from school. If students have pink eye or strep throat, they must have been on antibiotic medicine for a full 24-hour period before they will be permitted to return to school. Temperature should be normal for 24 hours without the use of Tylenol, Motrin or other fever reducing medications, before returning to school.

Supervision of Medication

The diagnosis and treatment of illness and prescribing of medication are not the responsibility of public schools and are not to be practiced by any school personnel, including school nurses. In certain explained circumstances when medication is necessary for the student to remain in school, the school may cooperate with the parents in the supervision of medication. The school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the district. The following guidelines must be met in order for the authorized school personnel to distribute medications for the K-8 buildings:

1. Prescription Medications:

- a. Request for Medication to be Administered form must be signed and dated each school year by the physician. It must identify the student, medication, dosage, time of day to be given, reason for medication, and anticipated number of days to be administered.
- b. Parent/guardian must **also** sign Request for Medication form.
- c. The medication must be in the original container. If necessary, two containers may be requested from the pharmacist, one for home and one for school.
- d. Any changes in the medication or dosage must be accompanied by a new note from the parent and a properly labeled container from the pharmacy.
- e. Student must have had first dose of medication at home without adverse reactions being reported.
- f. Inhalers: If you feel that the student is capable of carrying his/her own inhaler a note should be provided from the physician **and** parent/guardian stating permission for this.

2. Over the Counter Medications:

- a. Request for Medication to be Administered form must be signed and dated each school year by the parent/guardian **and physician**. This should identify the student, medication, dosage, time to be given, reason for medication, and anticipated number of days. (This includes cough drops and throat lozenges for K-5)
- b. Must be in original container with student's name on the container.
- c. Over the counter medication will not be supplied by the school or kept in athletic areas.
- d. Student must have had medication previously at home without signs of adverse reactions.

No herbal, natural, or homeopathic remedies will be given without written permission from a physician and parent/guardian.

No medications requiring refrigeration or requiring storage in an area other than in a closed cabinet can be sent to school.

An individual student log shall be kept of each medication administered. It is to include student identification, date prescribed, name of medication, dosage, date/time administered and initials of person administering medications.

All medication will be kept in locked container. Medication will be inventoried every semester and out of date stock will be either returned or destroyed.

Only oral medications will be given, except in case of an emergency. The school nurse shall be responsible for the overall administration of medications in school. This duty may be delegated to unlicensed staff members after proper training.

Abilene USD #435
Request to Administer Medication at School

Student: _____

School: _____ Grade: _____

Teacher: _____

Medication: _____ Dosage: _____

Date Started: _____ Reason: _____

Time of day medication to be given: _____

Anticipated number of days to be administered at school: _____

Date: _____ **Physician Signature:** _____

ASTHMA/DIABETIC STUDENTS ONLY (who are in grades 4th and up):

This student is both capable and responsible for self-administering medication:
 No Yes- supervised Yes-unsupervised

This student may carry his/her own medication:
 No Yes

I hereby give my permission for _____ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the physician/dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student. The student has had at least one dose of the medication and did not have an adverse drug reaction.

Date: _____

Signature of parent/guardian

******Note: ALL medications MUST be brought to school in the original container and properly labeled from pharmacy. Over the counter medication **MUST** be in the original container with student's name written on the package. If the medication does not have this signed form, and is not in the original container from the store or pharmacy --**IT CANNOT BE GIVEN****

In-Town and Rural Busing

The Abilene Unified School District provides for busing under state laws, therefore, all students that ride a bus are subject to any and all State laws pertaining to the busing of students.

Parking areas painted yellow around the schools have been reserved for buses to park and should be left open.

At the beginning of the school year each student is assigned to a particular bus. The student will remain assigned to that bus throughout the school year unless the student has a change of residence. If such a change does occur, the school should be notified as soon as possible.

Occasionally a student will not be riding the bus on a particular day. If this situation should occur, the driver of the student's bus should be notified as early in the day as possible so the driver will know that the stop will not need to be made for that particular student.

THE DRIVER IS IN CHARGE OF THE BUS AND MUST BE OBEYED. Any student that creates or causes a problem to be created for the driver will receive a warning and the parent(s) of the student will receive a letter, a phone call or a personal visit explaining the problem. If the conduct of the student does not improve then action will be taken that is appropriate and is in accordance with district policy.

If possible, a student or parent should report to the bus driver in the morning if the student is not going to be riding the bus home. If a student finds out during the day that they will not be riding the bus home, the school office should be notified as soon as possible. A child in the lower elementary grades should bring a note from the parent stating where the child is to go if the child is not to ride the bus home. This helps the teacher in being able to eliminate mistakes and it helps to prevent some apprehension on the part of the child about where they are to go and with whom.

STUDENTS THAT RIDE A BUS ARE ADVISED TO LISTEN FOR SCHOOL CLOSINGS BY 6:30 A.M. ON DAYS WHEN THE WEATHER MIGHT BE QUESTIONABLE FOR INFORMATION CONCERNING SCHOOL CLOSING AND THE RUNNING OF THE BUS ROUTES. You will receive notification by the District School Messenger system, if you have kept your phone and email information current with the school offices.

If you are to be picked up at one of the school buildings by a bus and taken to where you attend school, you are to go to the designated area. All students will remain in that area until your bus arrives to take you on to the school that you attend. **ANIMALS AND GLASS OBJECTS ARE NOT ALLOWED ON THE BUS AT ANY TIME.**

Abilene K-5 Schools

Core Character Traits

The Abilene Community, like communities across the United States, is dedicated to the development of civic virtue and moral character. As citizens of the Abilene Community, we believe each person should demonstrate the following character traits:

1. **A Trustworthy Person** is honest in words and actions; keeps promises; stands up for beliefs; does what is right; is a good friend.
2. **A Respectful Person** treats both people and property with courtesy and honor; is polite and considerate of other people and their feelings, even if their beliefs are different; solves disagreements peacefully.
3. **A Responsible Person** is reliable, dependable and accountable for one's behavior; thinks before they act; always tries their best.
4. **A Fair Person** has the confidence to speak up when something is unfair; plays by the rules; takes turns and shares; acknowledges another persons point of view in a disagreement.
5. **A Caring Person** is kind in words and actions; helps others and considers the feelings and needs of others; is thankful when others are kind to them.
6. **A Good Citizen** cooperates with others; obeys laws and rules; strives to make their school and neighborhood a better place; protects the earth.

THE THREE ELEMENTARY EXPECTATIONS ARE:
BE RESPONSIBLE
BE RESPECTFUL
BE YOUR BEST SELF